

STREETS MAINTENANCE MANAGER

DEFINITION

To plan, organize, direct and review all the programs related to the construction, maintenance, repair and cleaning of city street system and related public improvements.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works.

Responsibilities include direct and indirect supervision of subordinate supervisory personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Planning, scheduling, and coordinating street construction repairs and maintenance including asphaltic concrete placement, overlay, patching, crack sealing, deep lift repairs, chip seals and seal coats.

Plans and oversees a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage.

Plans and directs required concrete operations including finishing, forming, removals and replacement of curb/gutters, sidewalks, driveway approaches, storm drain systems, and other related public improvements.

Recommends the purchase of equipment and assists in the development of specifications.

Inspects and supervises the work of city crews and outside contractors engaged for the purpose of street construction and/or repair.

Prepares cost estimates for maintenance and repair of streets and related facilities.

Coordinates maintenance activities with other city departments, divisions, and with outside agencies.

Selects supervises, trains, and evaluates subordinates personnel.

City of Hayward
Streets Maintenance Manager (continued)

QUALIFICATIONS

Knowledges, Abilities and Skills

Knowledge of construction and maintenance equipment.

Knowledge of materials, methods, and practices used in the repair and maintenance of street systems and related public improvements.

Knowledge of occupational hazards and safety precautions necessary to safeguard against them.

Knowledge of city geography including street and drainage facilities, layout and location.

Knowledge of principles of organization, administration, budget, and personnel management.

Ability to interpret and work with sketches, pencilled layouts, and blueprints and ability to prepare plans for projects.

Ability to design and maintain coherent records of division activities and prepare periodic reports from these data.

Ability to communicate clearly and concisely both orally and in writing.

Ability to select, supervise, train, and evaluate subordinate personnel.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in street maintenance, construction and repair including two years of supervisory experience.

City of Hayward
Streets Maintenance Manager (continued)

Education:

Equivalent to completion of 12th grade supplemented by college level courses in civil engineering, business or public administration.

License:

Possession of a valid Class C California Driver License

PROBATIONARY PERIOD: One Year

756CS91

Revised April 1991

AAP Group: 2

FPCC Status: Designated

FLSA Status: Exempt

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